

# AHCCS&T

## Secretary Minimum Standards

### Association of Harvard College Class Secretaries and Treasurers



#### Suggested Minimum Standards for Class Secretaries

1. Attend the Annual Meeting of the AHCCS&T. If unable to attend, select a substitute representative—the Class Treasurer or another class officer or active classmate.
2. Strive for Class cohesion via regular communication (HAA Class Site email tool, Facebook class page, etc.) and keep track of classmates (e.g., changes in email addresses). As the principal class communicator, contact the class at least once a year in writing via letter or newsletter.
3. Submit an Activity Report annually to the Class Committee with a copy to the HAA ([haa\\_collegealumniprograms@harvard.edu](mailto:haa_collegealumniprograms@harvard.edu)).
4. Attend all Class Committee meetings and generally promote and participate in class activities.
5. Publicize class events in non-reunion years —strive for at least one a year—or select a Class representative to do so.
6. Work with the Class Report Office on each quinquennial Class Report or appoint another classmate to do so eighteen months prior to projected publication date.
7. Submit information for class notes to *Harvard Magazine* and encourage classmates to do so directly.
8. With appropriate Class Committee assistance, promote the Class by recommending classmate candidates for Overseer, HAA Elected Director, Harvard Medals, and HAA awards.
9. Work with HAA Office, the Class Treasurer, and other class officers to find a successor if necessary and assist on other projects as needed.